

GENERAL HEADQUARTERS
Supreme Commander for the Allied Powers
Allied Translator and Interpreter Section
WASHINGTON DOCUMENT CENTER (ADV)

19 January 1946

ADMINISTRATIVE MEMORANDUM:

NUMBER **16**

The following will apply to the use of motor vehicles assigned to WDC(Adv):

1. Vehicles will be dispatched from Room 236 by Seanan 2c W. H. Del Baugh, authorized dispatcher.
2. Drivers will be responsible for the first echelon maintenance of their vehicles as explained on the trip ticket form.
3. Trip tickets will be filled out properly and returned with the key directly to the dispatcher immediately on completion of trip.
4. Vehicle requests for Sunday must be in by 1200 hours Saturday. The Sunday CQ will dispatch vehicles at 0830 hours.
5. All transportation requests for recreation trips must first be approved by Chief, WDC(Adv).

BY ORDER OF COLONEL A. S. KNIGHT:

WESLEY S. MEGINN
Capt AC
Exec. Officer, WDC(Adv)

Policy Book